

Associations Incorporation Form 24



Queensland
Government

Application for transfer of incorporation of a co-operative as an association

Associations Incorporation Act 1981

This form is effective from 16 August 2021

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

Lodgement details

LU number:

Instructions

Please use **BLOCK** letters when you fill out this form. Attach extra sheets if there is not enough space. All dates should be DD/MM/YYYY.

Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Associations Incorporation Act 1981* to process your application. Your personal information will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Any documents required by the Office of Fair Trading are available for inspection by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

Fees

The applicable fee for this form is available on the Fair Trading website at www.qld.gov.au/fairtrading. No GST is payable on the fee.

Part 1—Co-operative details

<p>Co-operative name</p>	<p>Full name of co-operative</p> <p>.....</p> <p>a co-operative incorporated under the Co-operatives National Law (Queensland), hereby applies to transfer its incorporation to become an incorporated association under the <i>Associations Incorporation Act 1981</i>.</p>
<p>Date of special resolution</p>	<p>The members of the co-operative by special postal ballot duly declared at (place)</p> <p>.....</p> <p>on <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (date)</p> <p style="text-align: center;"><small>D D M M Y Y Y Y</small></p> <p>passed a special resolution under the Co-operatives National Law (Queensland) resolving to transfer the co-operative's incorporation to the <i>Associations Incorporation Act 1981</i>.</p>
<p>Proposed name of association</p> <p>*Please tick whichever is applicable.</p>	<p>The name of the co-operative upon transferring its incorporation to the <i>Associations Incorporation Act 1981</i> will be</p> <p>..... <input type="checkbox"/> Inc* / <input type="checkbox"/> Incorporated*.</p>
<p>Postal address</p>	<p>Address</p> <p>Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>Books of account address</p> <p>Must be kept in Queensland.</p>	<p>Address (not a PO Box)</p> <p>Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Email</p>

Part 1—Co-operative details continued

Presidential details

Note: a post office box address is **not acceptable**.

President (given name first — surname in **BLOCK** letters)

.....

Residential address

Suburb State Postcode

Phone Mobile

Email

Place of birth Date of birth: / /
D D M M Y Y Y Y

Treasurer details

Note: a post office box address is **not acceptable**.

Treasurer (given name first—surname in **BLOCK** letters)

.....

Residential address

Suburb State Postcode

Phone Mobile

Email

Place of birth Date of birth: / /
D D M M Y Y Y Y

Secretary details

Note: a post office box address is **not acceptable**.

Secretary (given name first—surname in **BLOCK** letters)

.....

Residential address

Suburb State Postcode

Phone Mobile

Email

Place of birth Date of birth: / /
D D M M Y Y Y Y

Current co-operative details

Note: an association is not eligible for incorporation if it has less than seven members.

Note: the secretary of an incorporated association must, within 30 days after incorporation, notify the Registrar of Titles and anyone else required or permitted to record particulars necessary to identify interests in land, notice of the vesting of land of the former co-operative.

a) The number of members currently in the co-operative is

b) Does the co-operative provide a financial gain to members? Yes No

c) Does the co-operative own or lease land or hold an interest in land? Yes No

If yes, please provide details

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Part 2—Eligibility statement

Eligibility statement

The co-operative states that none of the following circumstances apply in respect to the co-operative:

- a) a direction by the Registrar of Co-operatives for the co-operative to transfer its engagements to another co-operative is in force
- b) an administrator is appointed to conduct the co-operative's affairs
- c) a direction by the Registrar of Co-operatives for the co-operative to suspend operations is in force
- d) the co-operative is being wound-up
- e) an application to wind-up the co-operative has been lodged but has not been dealt with
- f) the co-operative is being deregistered
- g) a receiver, or a receiver and manager, has been appointed and is acting in relation to the co-operative
- h) the co-operative has entered into a compromise or arrangement with its creditors but the administration of the compromise or arrangement has not been finalised
- i) an application has been made to a court for approval of a compromise or arrangement by the co-operative with creditors but the application has not been dealt with
- j) the co-operative has less than seven members
- k) the co-operative provides financial gain to its members
- l) the co-operative is incorporated under the *Industrial Relations Act 1999*.

Part 3—Checklist

Checklist

The following must accompany this application:

- A copy of the special resolution under the Co-operatives National Law (Queensland) approving the proposal to transfer the co-operative's incorporation to the *Associations Incorporation Act 1981* certified by the Registrar of Co-operatives.
- A copy of the co-operative's certificate of registration under the Co-operatives National Law (Queensland) certified as a true copy by the co-operative's secretary.
- A copy of the co-operative's proposed rules certified by the co-operative's secretary as complying with the *Associations Incorporation Act 1981*.

Part 4—Authorisation

Authorisation

Signature of secretary

Name of secretary (please print)

Daytime contact number

Email

Date / /
D D / M M / Y Y Y Y

Lodgement details

IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.

By mail:

Registration Services Unit, GPO Box 3111, Brisbane QLD 4001

In person:

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.

This page has been intentionally left blank.

Proceed to next section for payment details.

If you do not complete the payment section this form will be considered incomplete and may delay processing.

Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name

Postal address

Suburb State Postcode

Mobile Fax number

Receipt request Yes No

Email

Payment

Payment details

Cash—pay in person Debit/Credit card Money order Cheque
Do not send cash by mail

Make money order or cheque payable to the Office of Fair Trading.
A receipt will not be issued unless specifically requested.

Debit/Credit card

OFT cannot accept debit/credit card details over the phone, fax or email (including any attachments) in accordance with the Payment Card Industry Data Security Standard. If an email or fax is received containing debit/credit card details, it will be deleted immediately and your application and payment will not be processed.

Charge my:



Go online to www.qld.gov.au/fairtrading

Debit/Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ Expiry date: /

Cardholder's signature:

.....



Online payments

Tick box if you wish to pay online

If you select this option, once OFT has received your documentation, an officer will be in contact to provide you with a Customer Reference Number (CRN). You can use this to pay via the following methods:



Go online to www.qld.gov.au/fairtrading



Payments can be made using **BPAY** through your bank or financial institution using the reference details that will be provided to you.



By post

A cheque or money order can be posted in, together with the application form.

Make money order or cheque payable to the Office of Fair Trading



In person

You can also visit a Fair Trading Office or an applicable Queensland Government Service Office to lodge this application and pay the applicable fees over the counter.

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.